

### Submitting Personnel Changes in Acadis

When submitting personnel changes through the Acadis Portal, log into Acadis and click on the Academy Resources tab. Next, click on Find & Complete a Webform and choose the form titled **POST Employment Status Change**.

1. In the “Employment Action” box, please choose the appropriate action for the status change.

**(Do NOT Use Hire, Re-Hire, Transfer, or Correction - those are NOT used by TN POST).**

-POST does not need to be notified if you have supervisor changes for your officers. That is all to be kept in-house.

-Only do “Interdepartmental Transfers” if the officer is moving from Patrol to Corrections or from Corrections back to Patrol **OR** if they are going from a full-time status to a part-time or reserve status. No need to show reassignments from one unit to another (i.e. Traffic to CID or Narcotics to Patrol, etc.).

2. In the “Effective Date” box, **please use the effective date**, current date or a past date if change has already occurred. **DO NOT enter a future date or the entry will be rejected.** ANYTHING can happen BEFORE that date that will change your entry.
3. For “Title/Rank”, please list the **appropriate law enforcement** choice.
4. For “Employment Type”, **ONLY** use **Law Enforcement** or **Non-Law Enforcement**. (\*\*USE Non-Law Enforcement for those going back to Corrections\*\* or a civilian position.)
5. For “NEW Title/Rank”, please list the **appropriate law enforcement** choice. IF THE OFFICER IS LEAVING THE DEPARTMENT, LIST THE SAME TITLE/RANK AS THEIR CURRENT STATUS.

6. For “NEW Employment Type”, **ONLY** use **Law Enforcement or Non-Law Enforcement**. (\*\*USE **Non-Law Enforcement** for those going back to Corrections\*\* or a civilian position.) IF THE OFFICER IS LEAVING THE DEPARTMENT, LIST THE SAME EMPLOYMENT TYPE AS THEIR CURRENT STATUS.
7. Next, in the “Employment Status” section, **do NOT use**: **Separated in Lieu of Termination, Educational Leave, Laid Off, or Discharged**.

When doing a SEPARATION of any type, make sure to **LIST REASON FOR SEPARATION** in Status box. **Do NOT use “Discharged”**. POST MUST know reason for separation. If they are Terminated, they are NOT eligible for salary supplement and that needs to be viewable in Acadis.

If you are putting someone ON LEAVE, please put **TYPE of leave in the Status box** – MEDICAL, ADMIN, MILITARY, etc.

If you are doing a SUSPENSION, put SUSPENDED in the Status box.

8. “Employment Action Comments” - please put all appropriate comments in this box. Explain the reason for Termination, Suspension, etc., in as much detail as you wish.
9. Don’t forget to click the “Submit Request” button at the bottom right of the page!

Under the webform format, **entries cannot be rejected and sent back for corrections**. They must be deleted and then resubmitted with corrections. You will be **notified by email if you need to resubmit** an entry.

Additionally, please remember that practically **everything you need to know is available on POST website under “Resources” or “Forms and Downloads” tabs**. That information is available 24/7/365 and course numbers are updated each Friday.